3

TRANSACTIONS TO SUBMIT WHEN A NEW EMPLOYEE COMES ON BOARD

Generally, the first contact an employee has with State Government, after the interview and selection process, is with the payroll office. This contact is important to ensure that all the required records are filled out and that the employee knows when to expect his/her first paycheck. The following items should be discussed and necessary forms completed during this first contact.

1. W-4 - Employee's Withholding Allowance Certificate

2. K-4 - Kentucky Employee's Withholding Exemption Certificate

3. Retirement Contributions

4. Health Insurance

5. State Paid Life Insurance

6. Rules and Regulations pertaining to Work Performance, Attendance and Benefits

Special note should be made to verify the information on the employee's social security card against the P-1. Any variance in name and/or social security number between the individual's social security card and the P-1 should be resolved, or the wages reported on the W-2 will not be properly posted to the individual's social security account.

After the submission of the necessary forms, all the information has been obtained to create a payroll master record.

3.A. With a P-1

No P-1 employee can be set up with a payroll master record on UPPS without having an approved P-1. When the P-1 has been approved and has appeared on a P-1 listing, the basic transactions will be generated for payroll from the P-1 itself. After these transactions have appeared on a UPPS edit report, the remaining transactions listed below should be completed. These transactions will supply the payroll information not contained on the P-1. (See Appendix P-1 Generated Transactions for list of transactions generated and specific fields generated.)

Note: Reference Chapter 8 for UPPS transaction descriptions and field definitions.

UPPS TRANSACTION	FIELDS IN TRANSACTION TO CODE
210	FIT Status Code Marital Status Number of FIT Exemptions FICA Status
215	State Code Local Code Marital Status SIT Status Code Number of SIT Exemptions Local Status
225	Deductions (Retirement generated from the P-1.)
255	Use only if employee works in multiple tax locations.
260	Standard labor distribution code.
265	Flags F, H, K, L, P, Q, R, S, T
285	Check distribution number Unemployment insurance account number Unemployment insurance industry code (if applicable)

3.B. No P-1

Obviously, without a P-1 there are no transactions generated to create a payroll master record. Thus, all applicable transactions should be submitted to create a master.

These will include the following transactions:

200	215	260
201	220	265
205	225	270
210	230	285

3.C. Transfer

When an employee transfers into an agency from another state agency, the employee's payroll master record transfers with him. The transactions listed below should be submitted on the transferred employee, to ensure that all the information in his record is current.

UPPS TRANSACTION	FIELDS IN TRANSACTION TO CODE
210	FIT Status Code Marital Status Number of FIT Exemptions FICA Status
215	State Code Local Code Marital Status SIT Status Code Number of SIT Exemptions Local Status
225	Deductions (Retirement generated from the P-1.)
255	Use only if employee works in multiple tax locations.
260	Standard labor distribution code.
265	Flags F, H, K, L, P, Q, R, S, T
285	Check distribution number Unemployment insurance account number Unemployment insurance industry code (if applicable)